Access (AXOL) Instructions

CARDHOLDERS

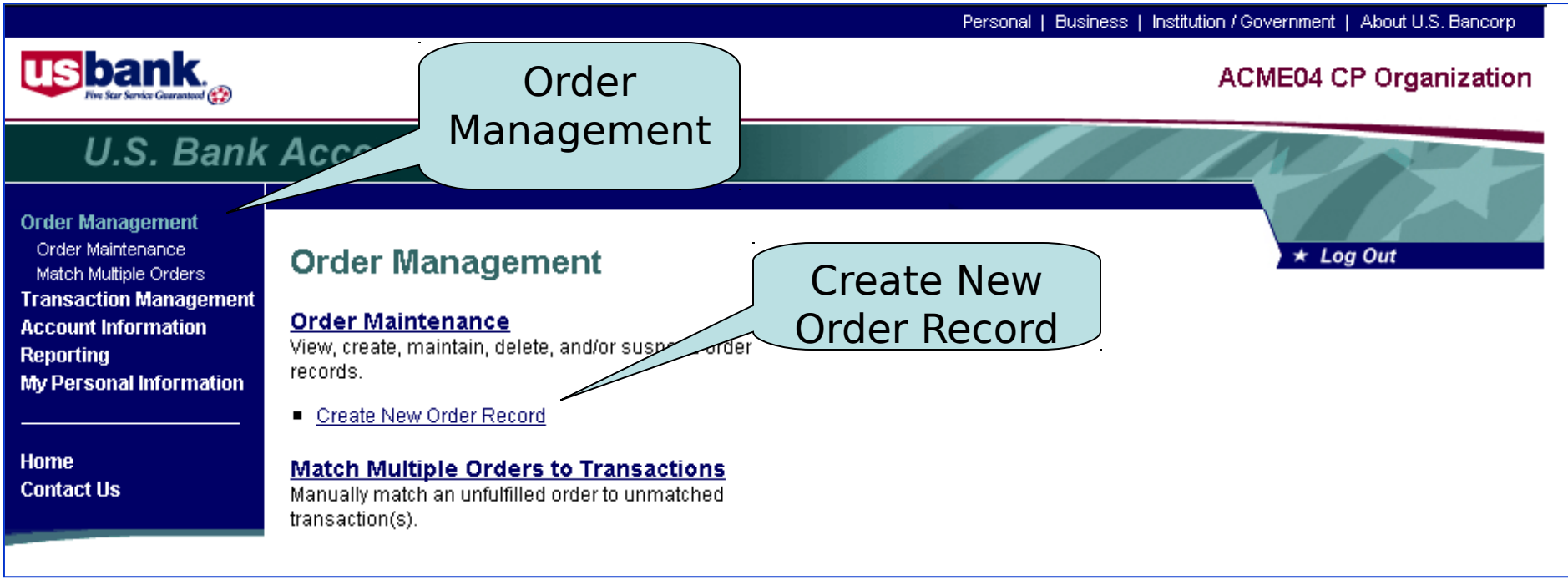
(For every ***purchase*** AND ***credit***)

1. Creating a manual order
2. Matching transactions and orders
3. Approve the Statement

BILLING OFFICIALS

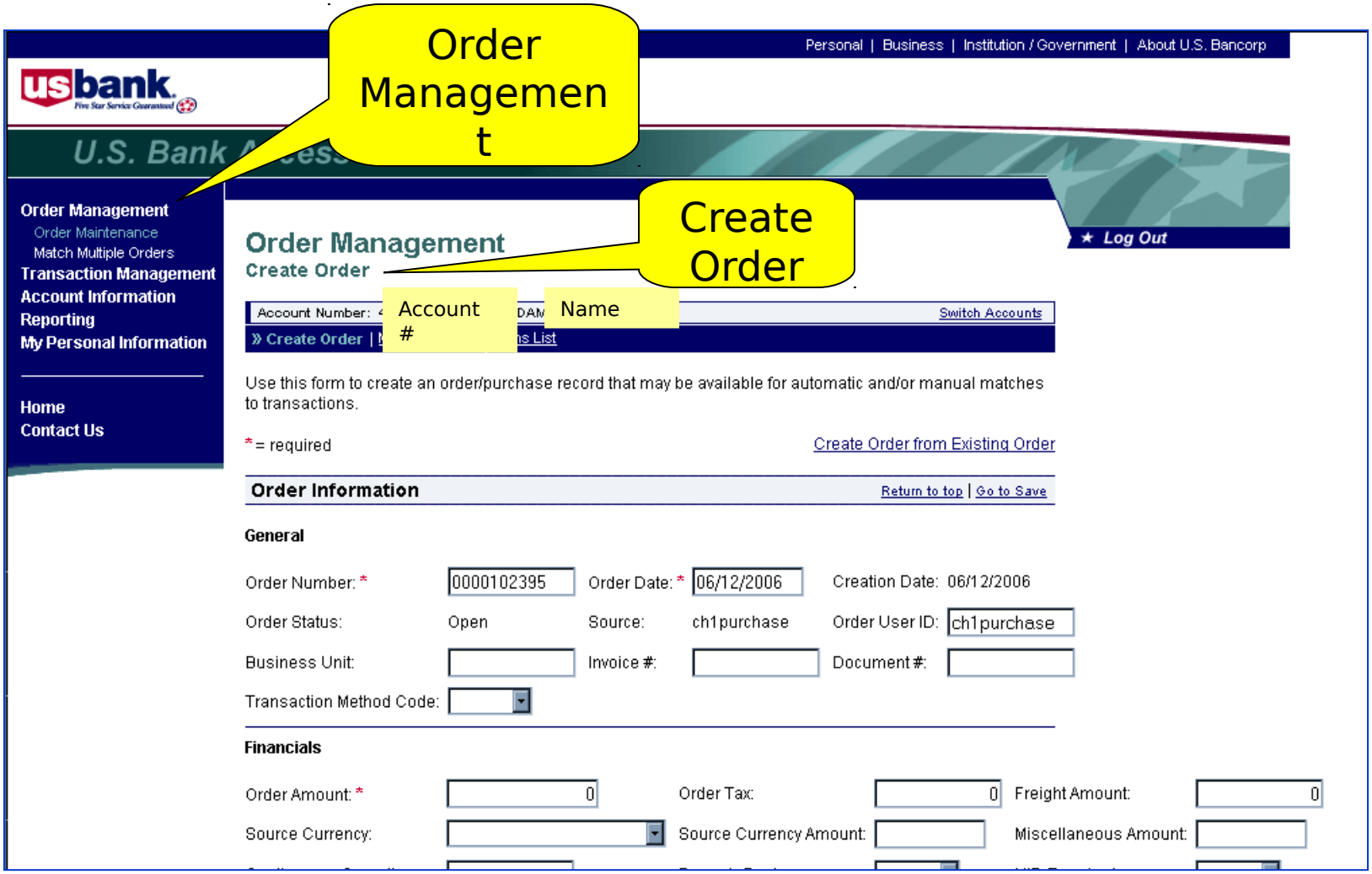
1. Final Approval (for each transaction)
2. Certify the Statement

Matching Multiple Orders and Transactions



Order Management

Create a Manual Order



Order Management

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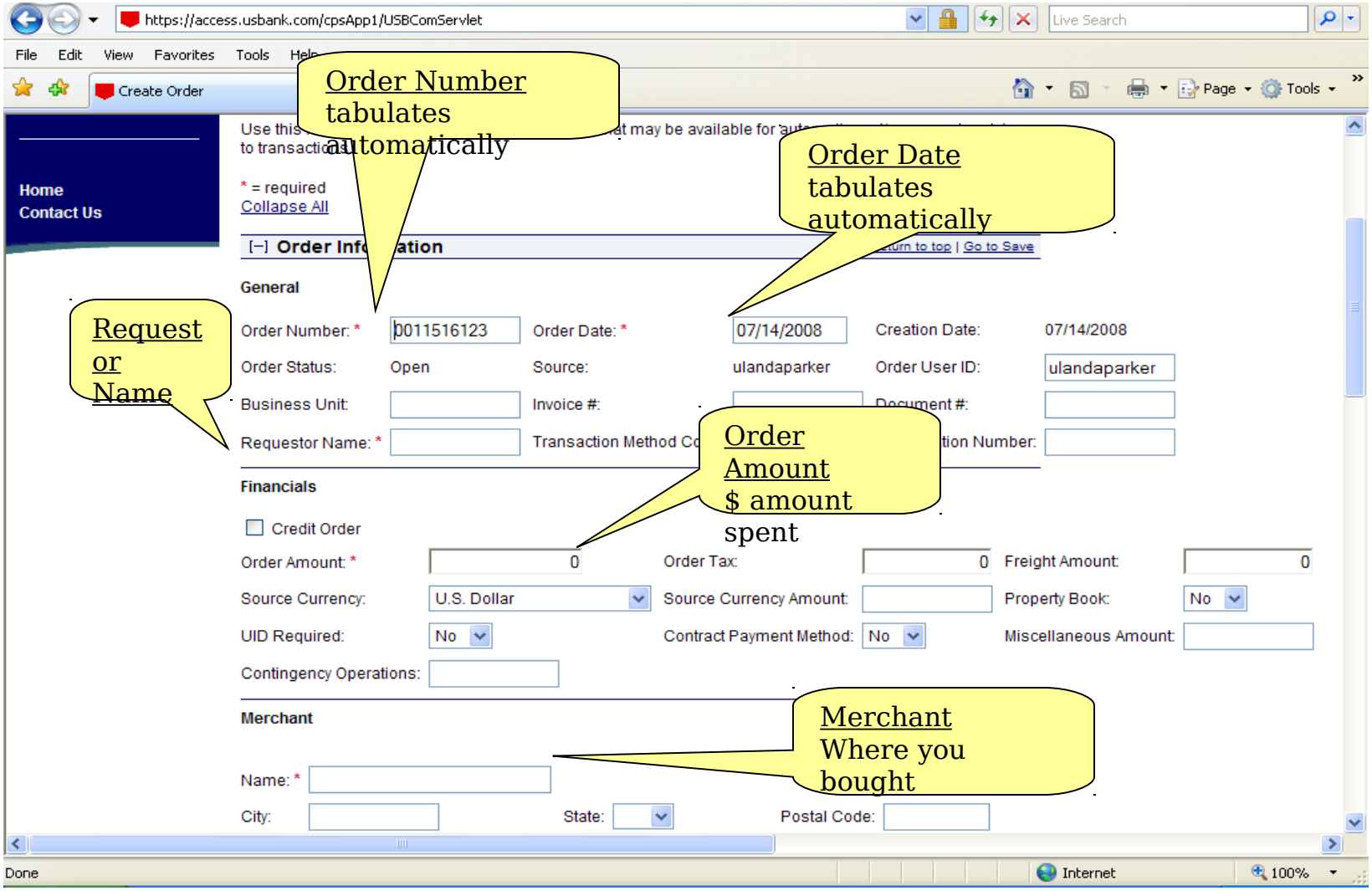
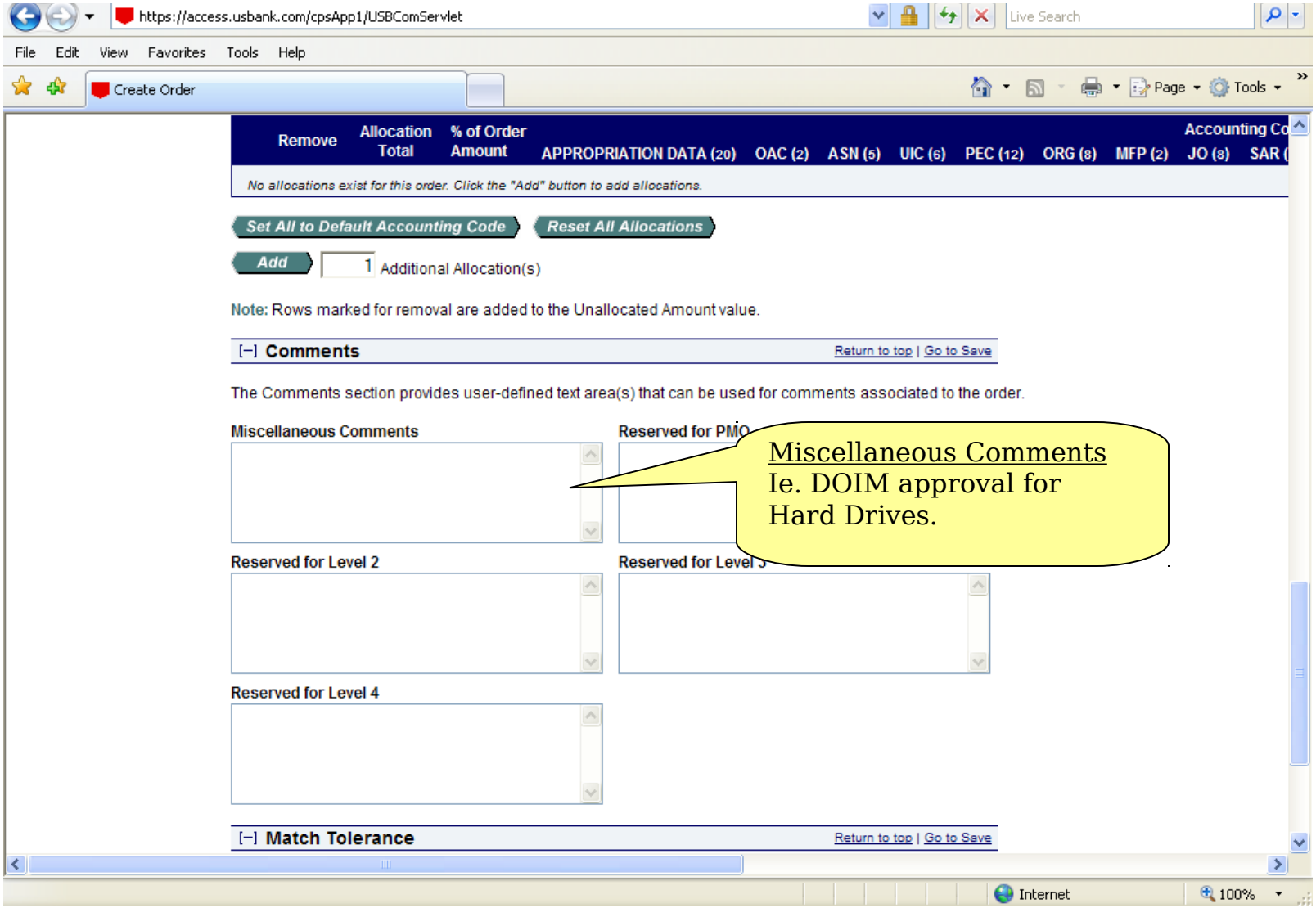


Order Management

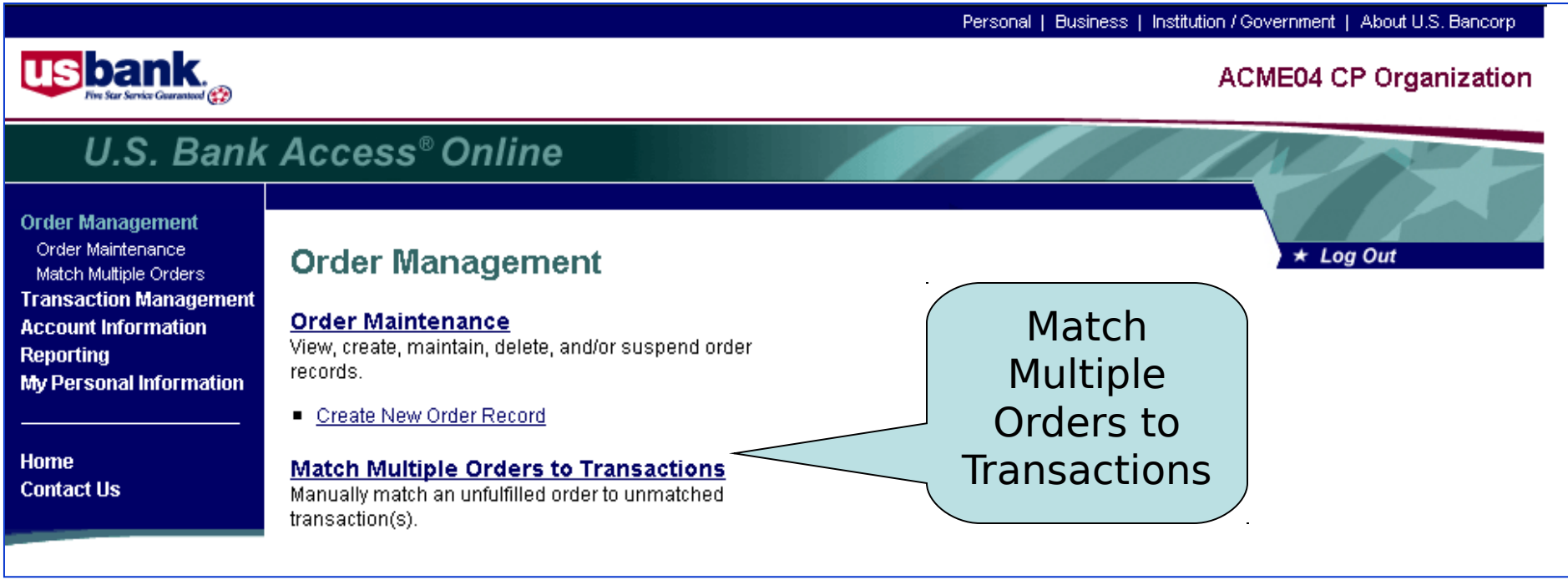
Create a Manual Order



Miscellaneous Comments
Ie. DOIM approval for Hard Drives.

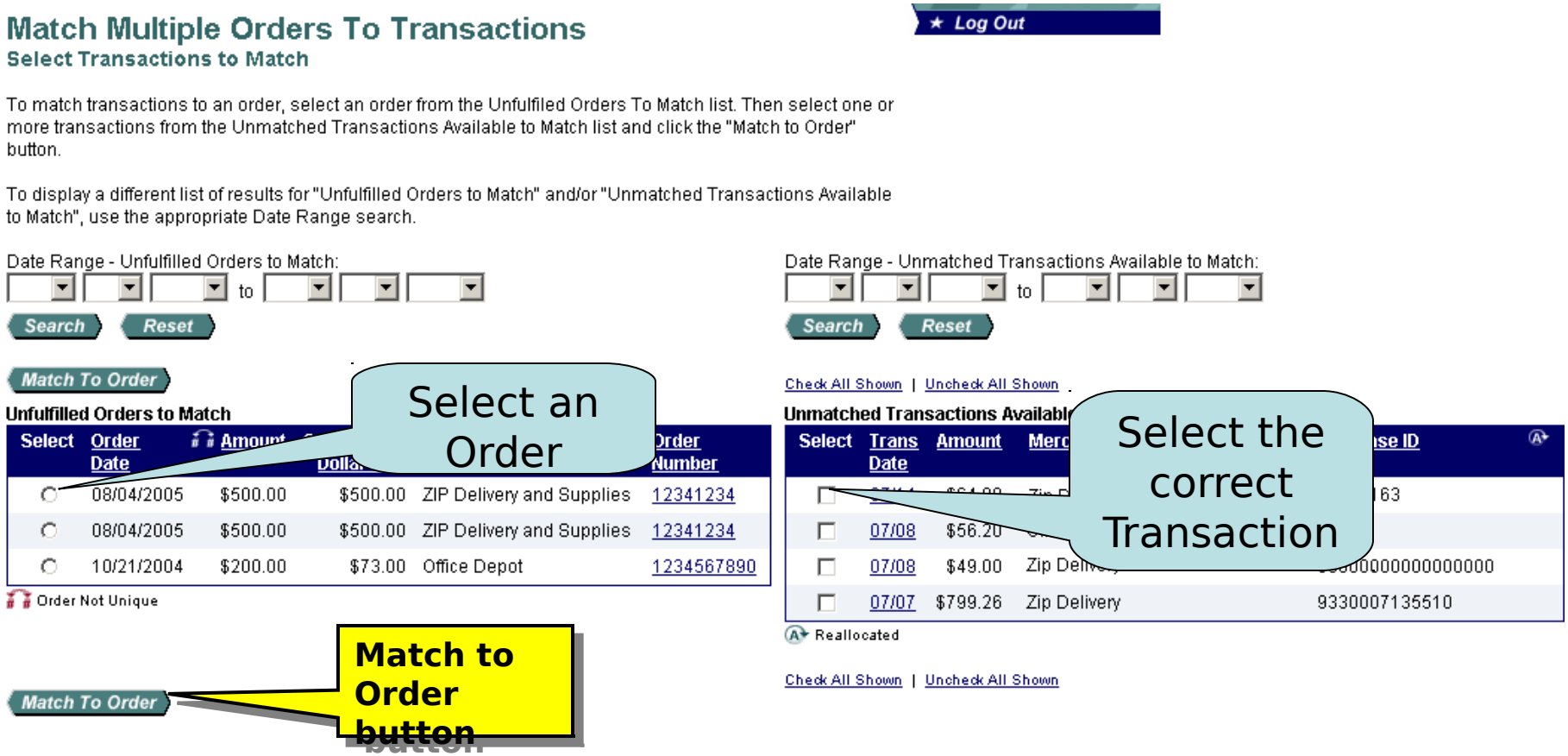
Order Management

Matching Multiple Orders and Transactions



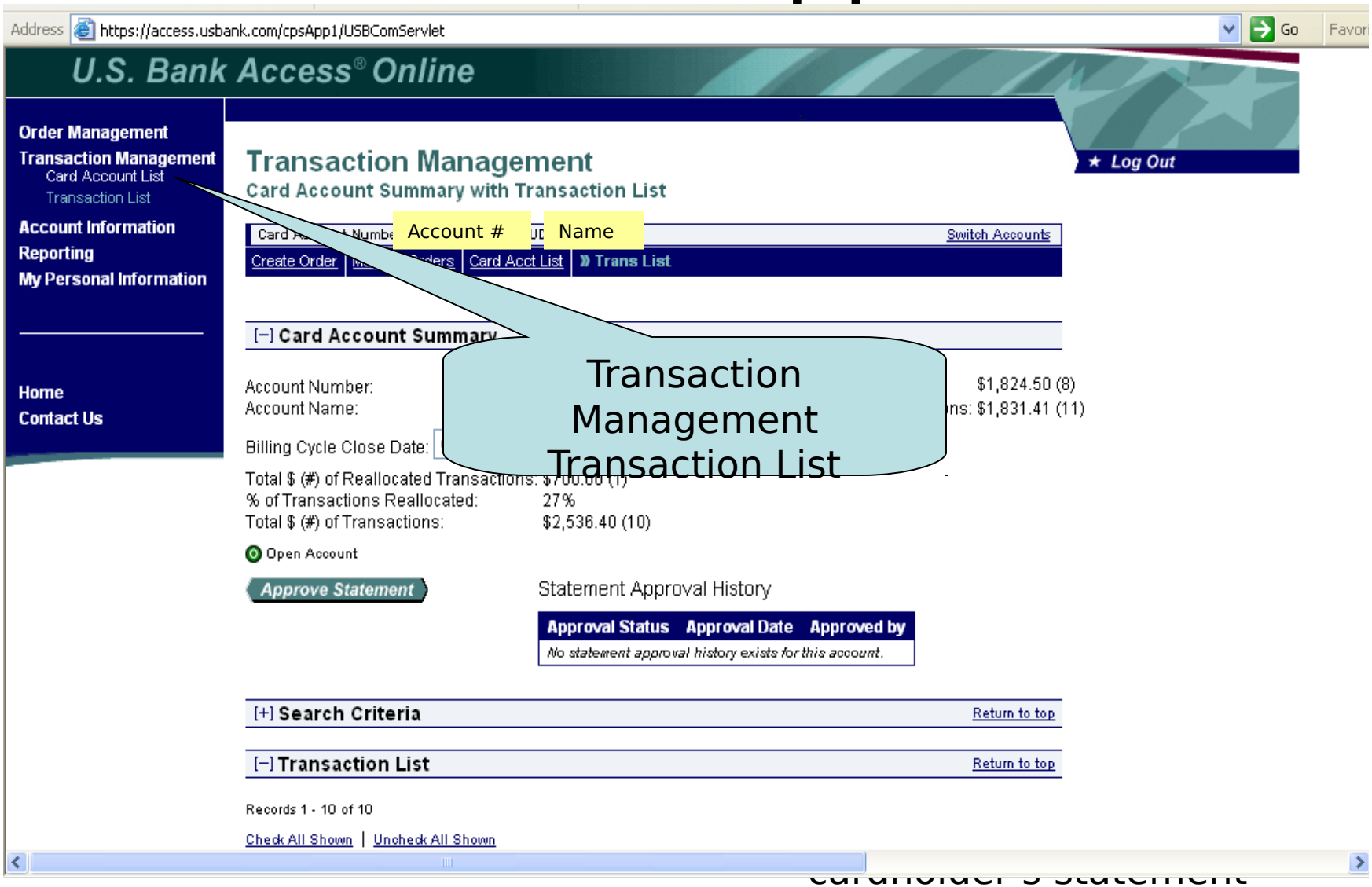
Order Management

Matching Multiple Orders and Transactions

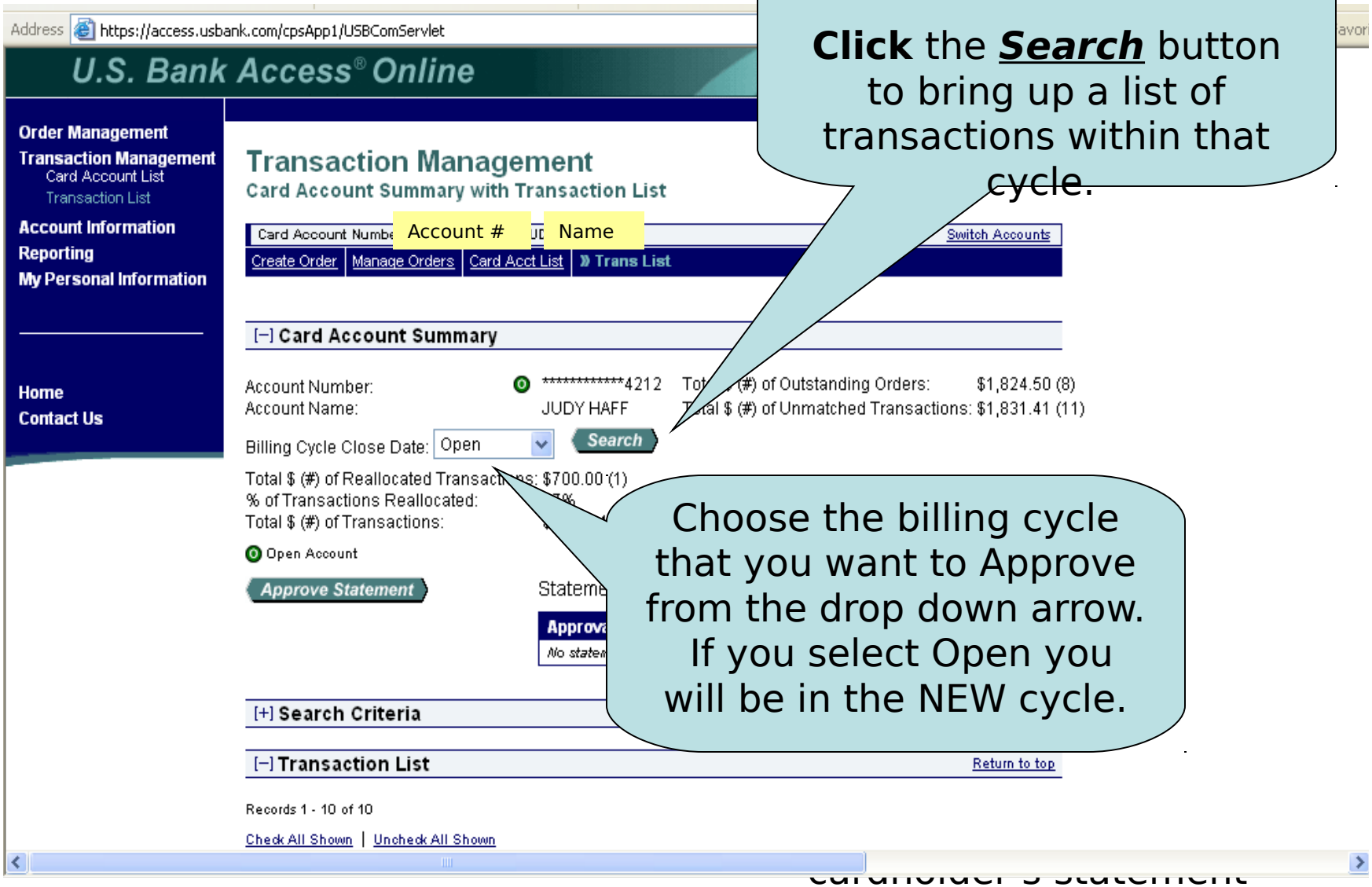

Match Multiple Orders To Transactions
Select Transactions to Match
★ Log Out
To match transactions to an order, select an order from the Unfulfilled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.
To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.
Date Range - Unfulfilled Orders to Match:
to
Search
Reset
Date Range - Unmatched Transactions Available to Match:
to
Search
Reset
Match To Order
Select an Order
Unfulfilled Orders to Match
Select
Order Date
Amount
Order Number
08/04/2005 $500.00 $500.00 ZIP Delivery and Supplies 12341234
08/04/2005 $500.00 $500.00 ZIP Delivery and Supplies 12341234
10/21/2004 $200.00 $73.00 Office Depot 1234567890
Order Not Unique
Check All Shown | Uncheck All Shown
Unmatched Transactions Available
Select the correct Transaction
Select
Trans Date
Amount
07/08 $56.20
07/08 $49.00 Zip Delivery
07/07 $799.26 Zip Delivery 9330007135510
Reallocated
Check All Shown | Uncheck All Shown
Match To Order
Match to Order button

Order Management

Statement Approval

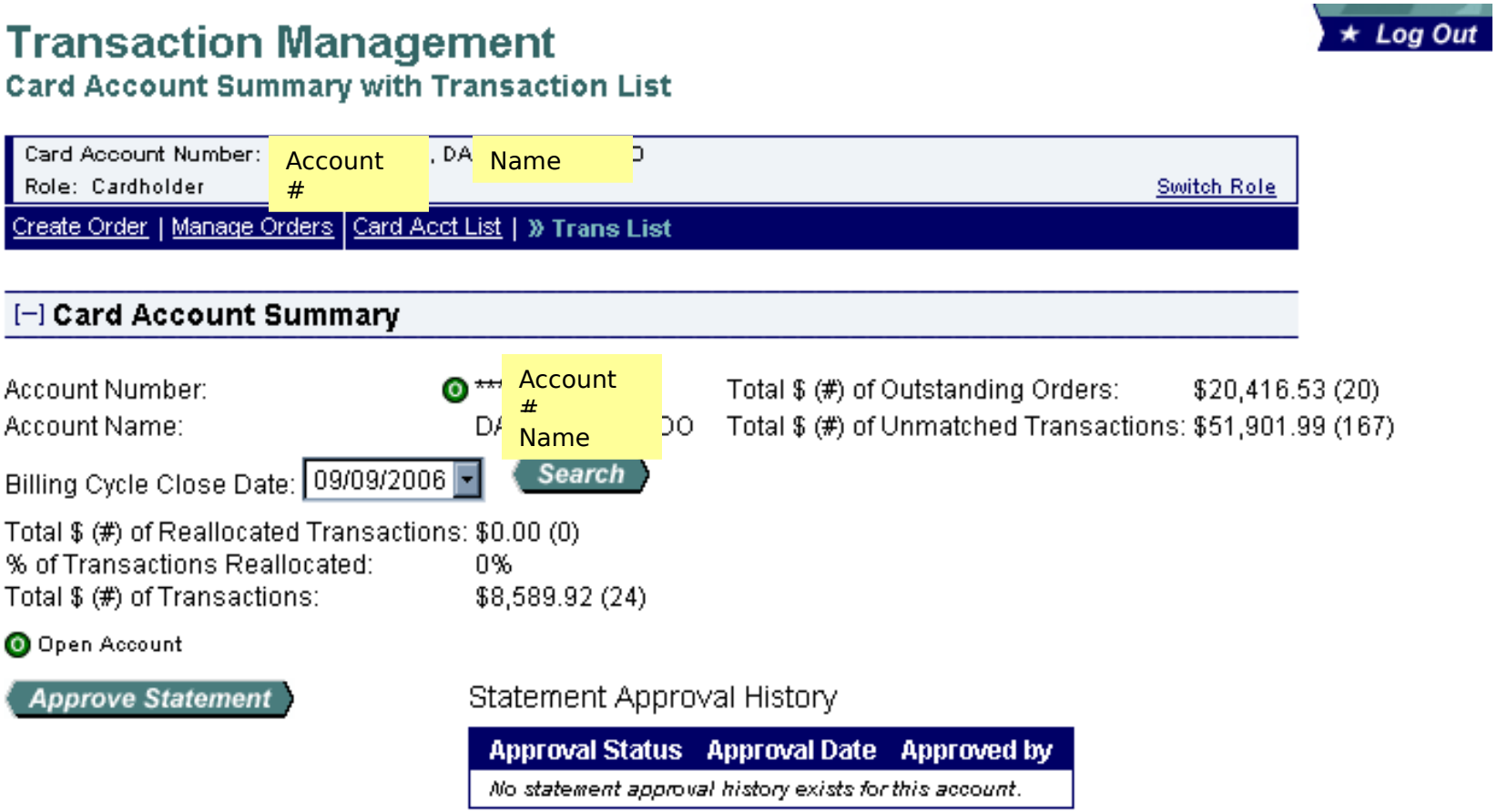


Statement Approval


Address https://access.usbank.com/cpsApp1/USBComServlet
U.S. Bank Access® Online
Order Management
Transaction Management
Card Account List
Transaction List
Account Information
Reporting
My Personal Information
Home
Contact Us
Transaction Management
Card Account Summary with Transaction List
Account #
Name
Switch Accounts
Create Order
Manage Orders
Card Acct List
» Trans List
[−] Card Account Summary
Account Number: ********4212
Account Name: JUDY HAFF
(#) of Outstanding Orders: $1,824.50 (8)
Total $ (#) of Unmatched Transactions: $1,831.41 (11)
Billing Cycle Close Date: Open
Search
Total $ (#) of Reallocated Transactions: $700.00 (1)
% of Transactions Reallocated:
Total $ (#) of Transactions:
Open Account
Approve Statement
[+] Search Criteria
[−] Transaction List
Return to top
Records 1 - 10 of 10
Check All Shown | Uncheck All Shown
Click the Search button to bring up a list of transactions within that cycle.
Choose the billing cycle that you want to Approve from the drop down arrow. If you select Open you will be in the NEW cycle.

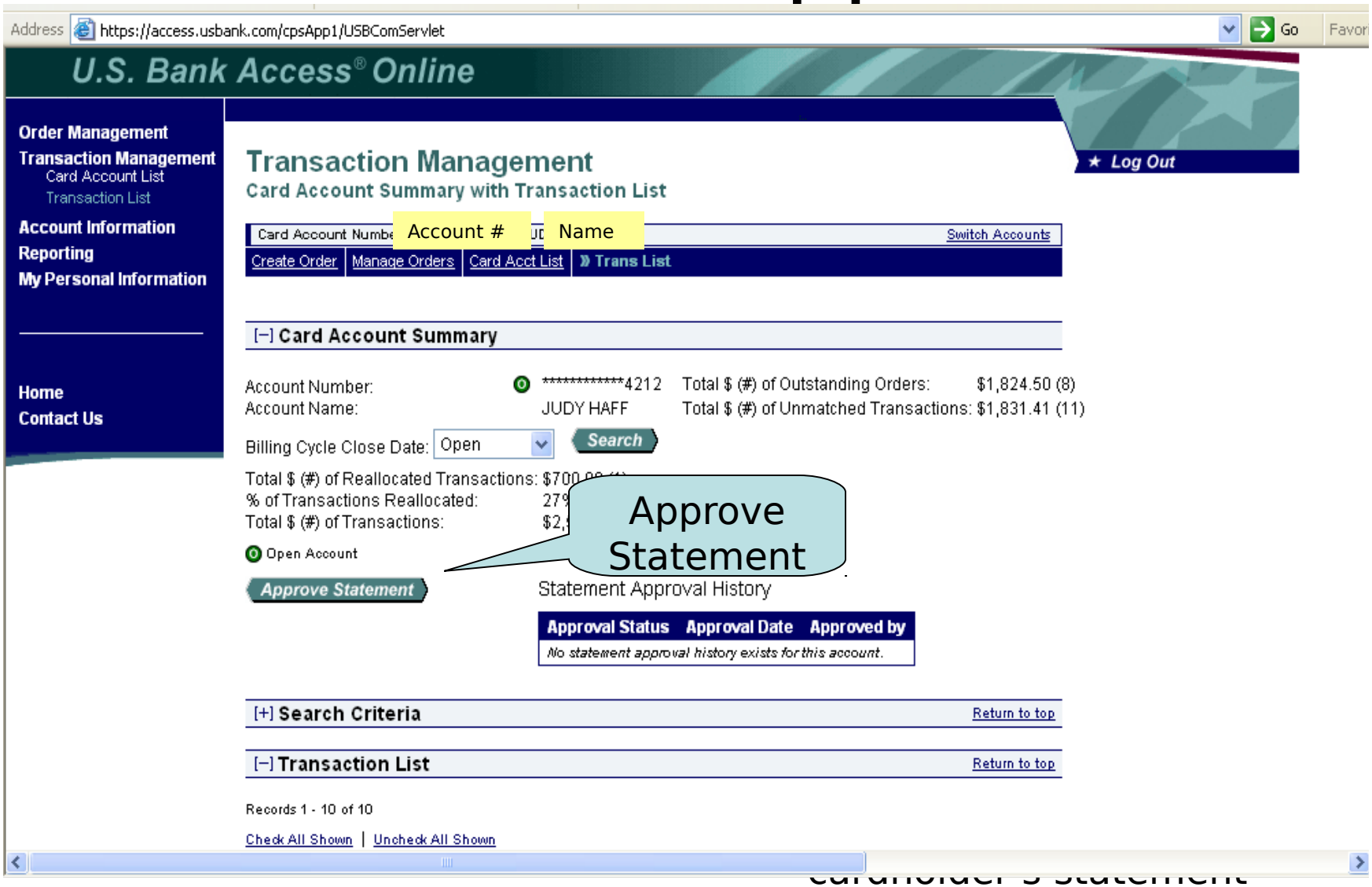
cardholder's statement

Statement Approval

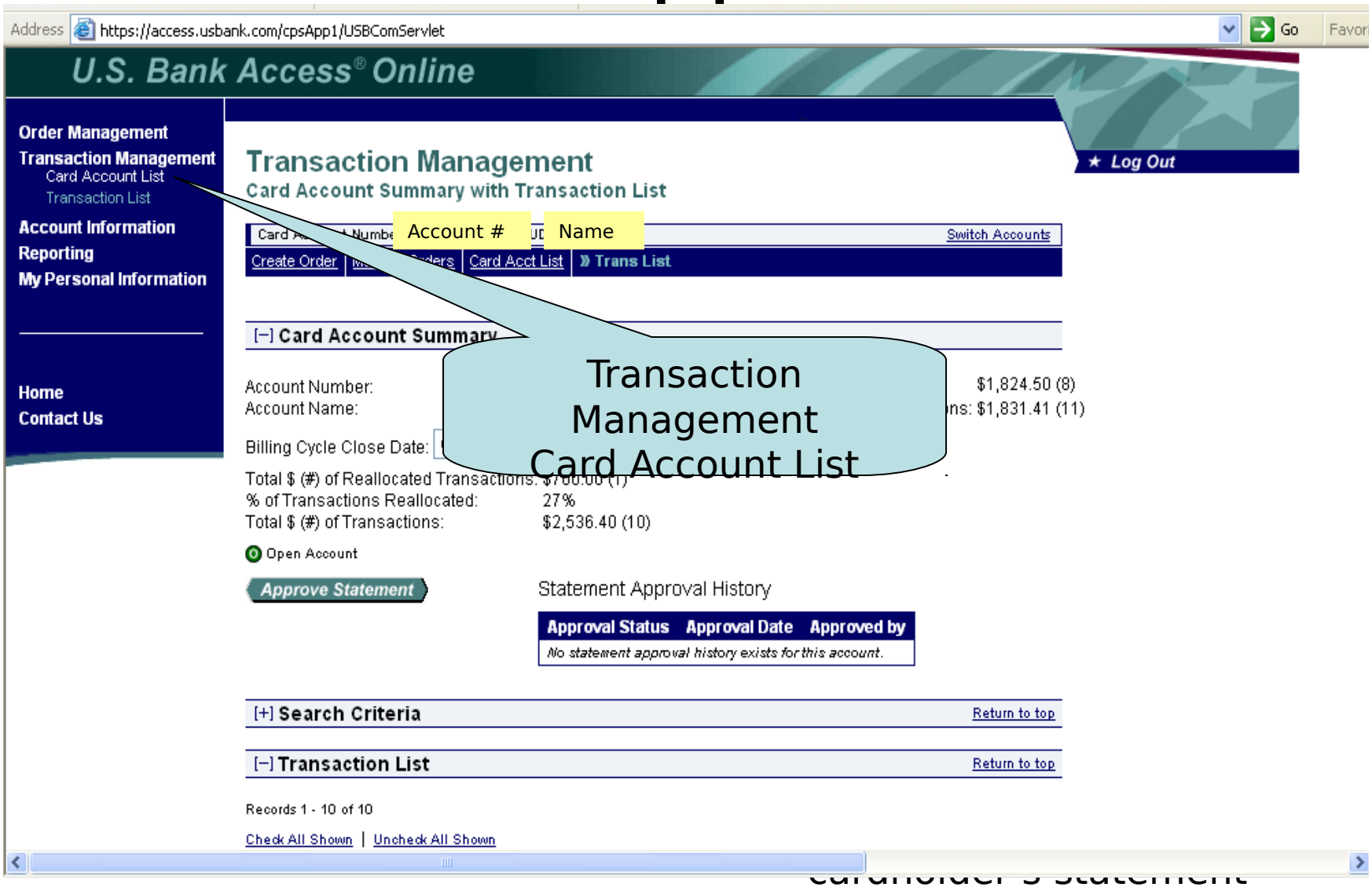


Transaction Management

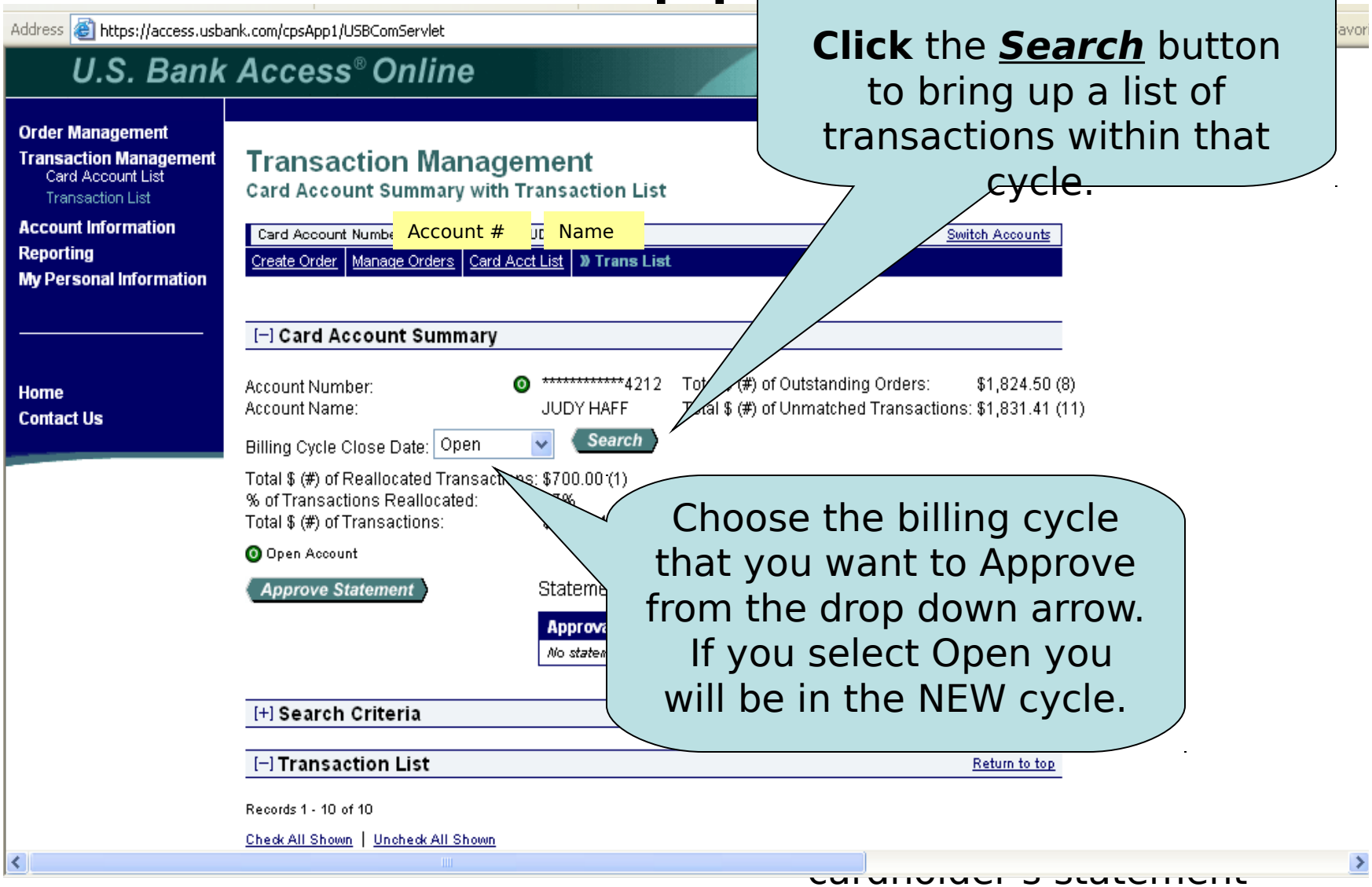
Statement Approval



Final Approval



Final Approval


Address https://access.usbank.com/cpsApp1/USBComServlet
U.S. Bank Access® Online
Order Management
Transaction Management
Card Account List
Transaction List
Account Information
Reporting
My Personal Information
Home
Contact Us
Transaction Management
Card Account Summary with Transaction List
Account #
Name
Switch Accounts
Create Order
Manage Orders
Card Acct List
» Trans List
[−] Card Account Summary
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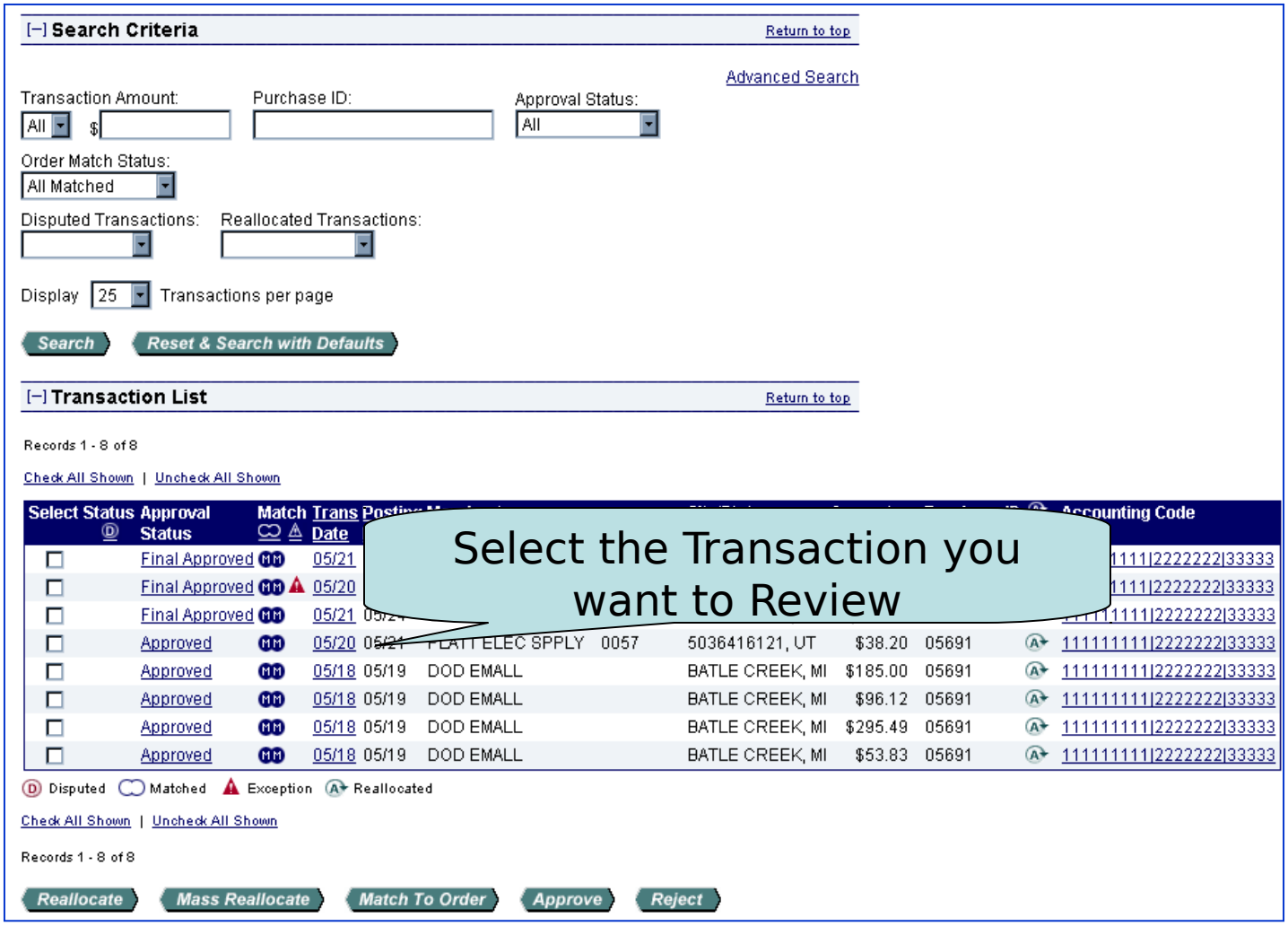
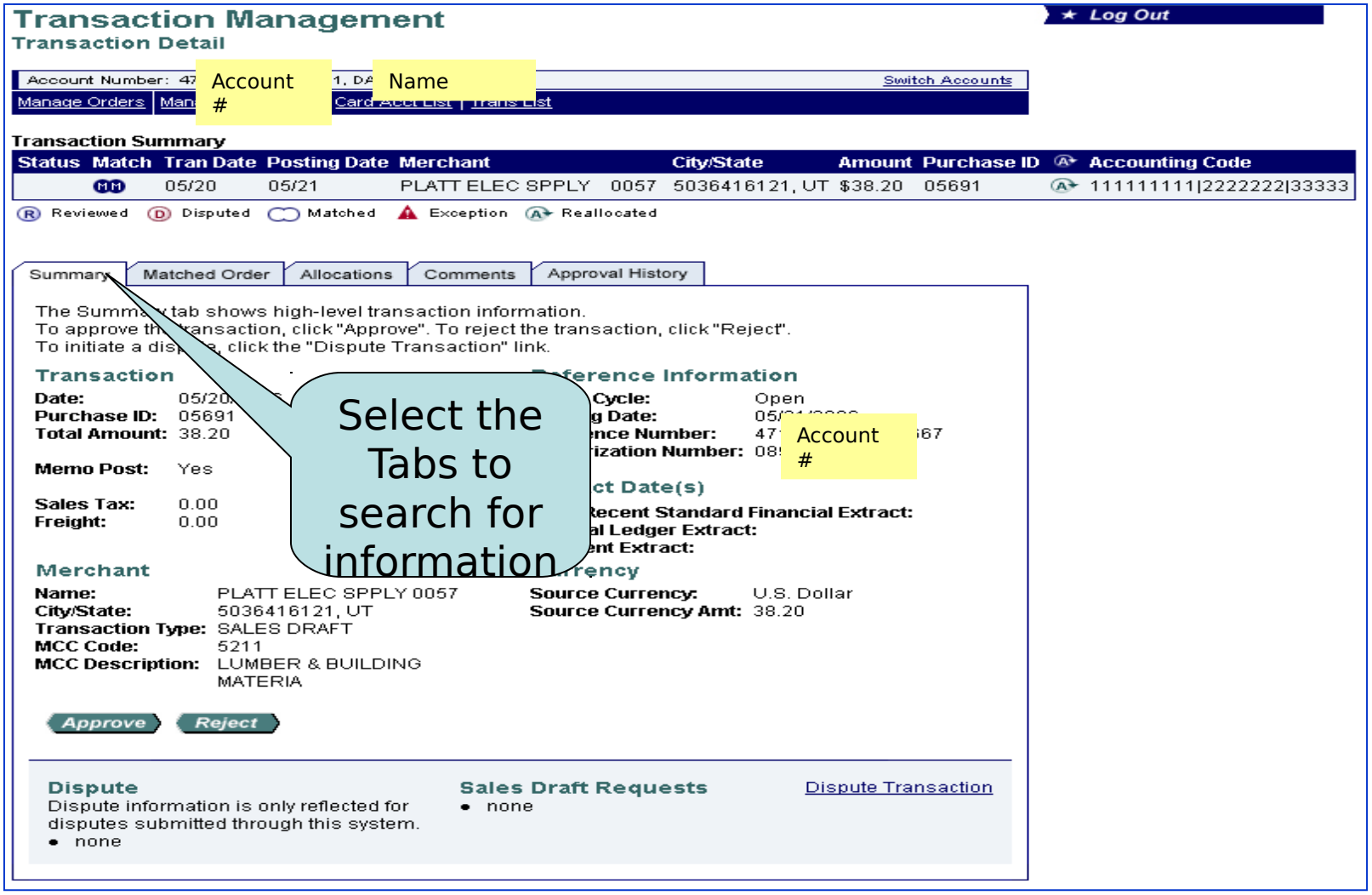
cardholder's statement

Final Approval



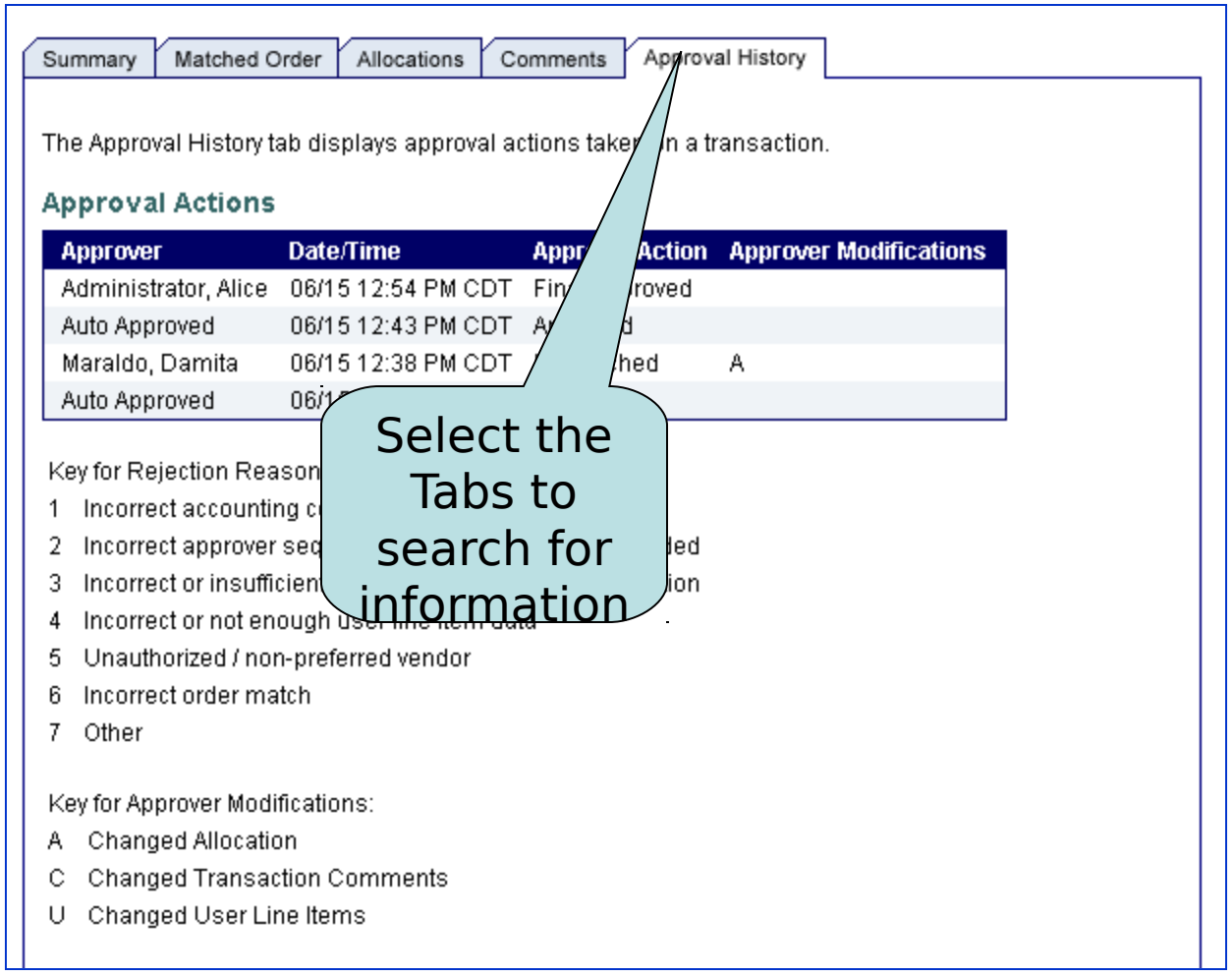
Transaction Management

Transaction Final-Approval



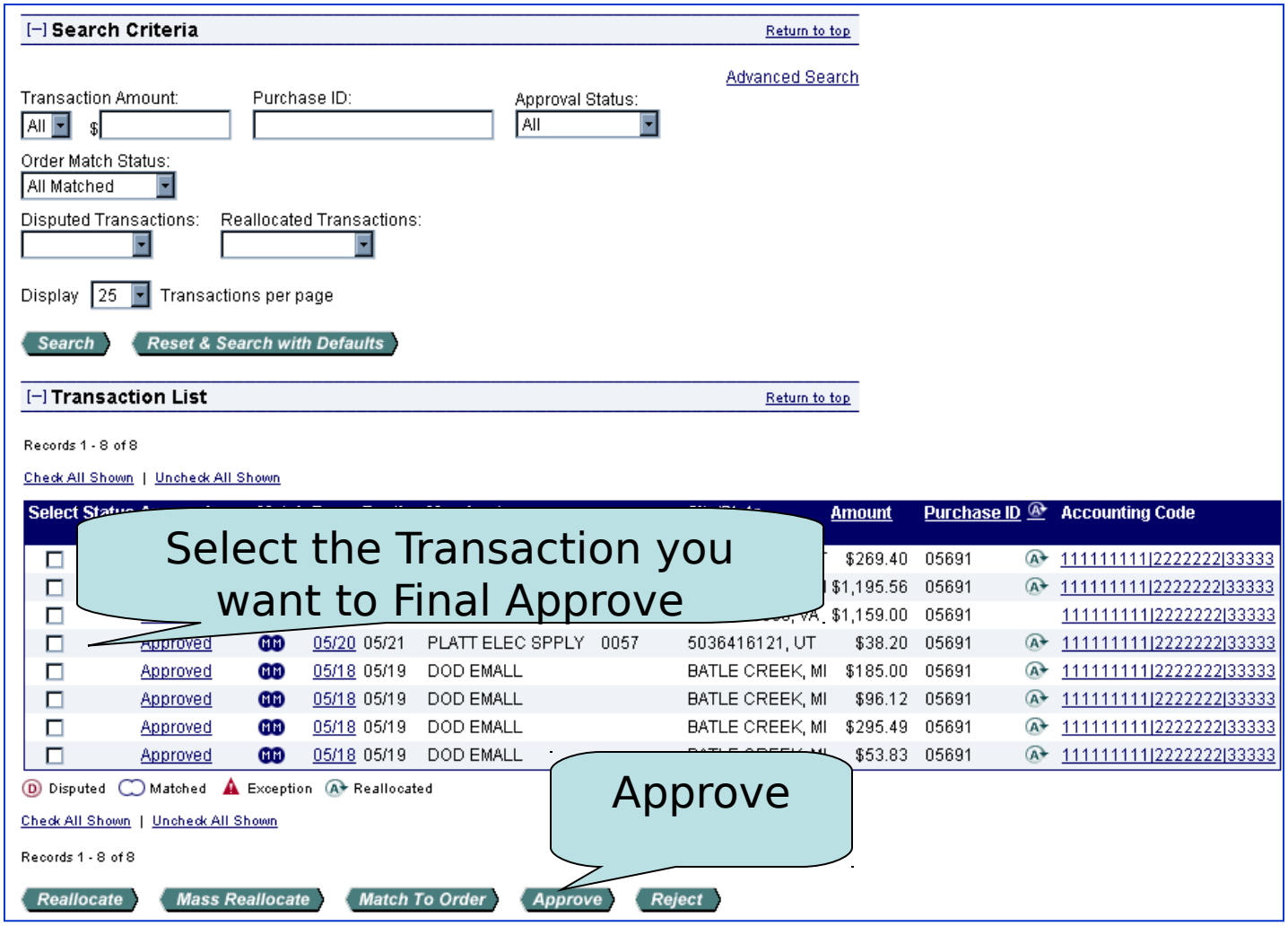
Transaction Management

Transaction Final-Approval



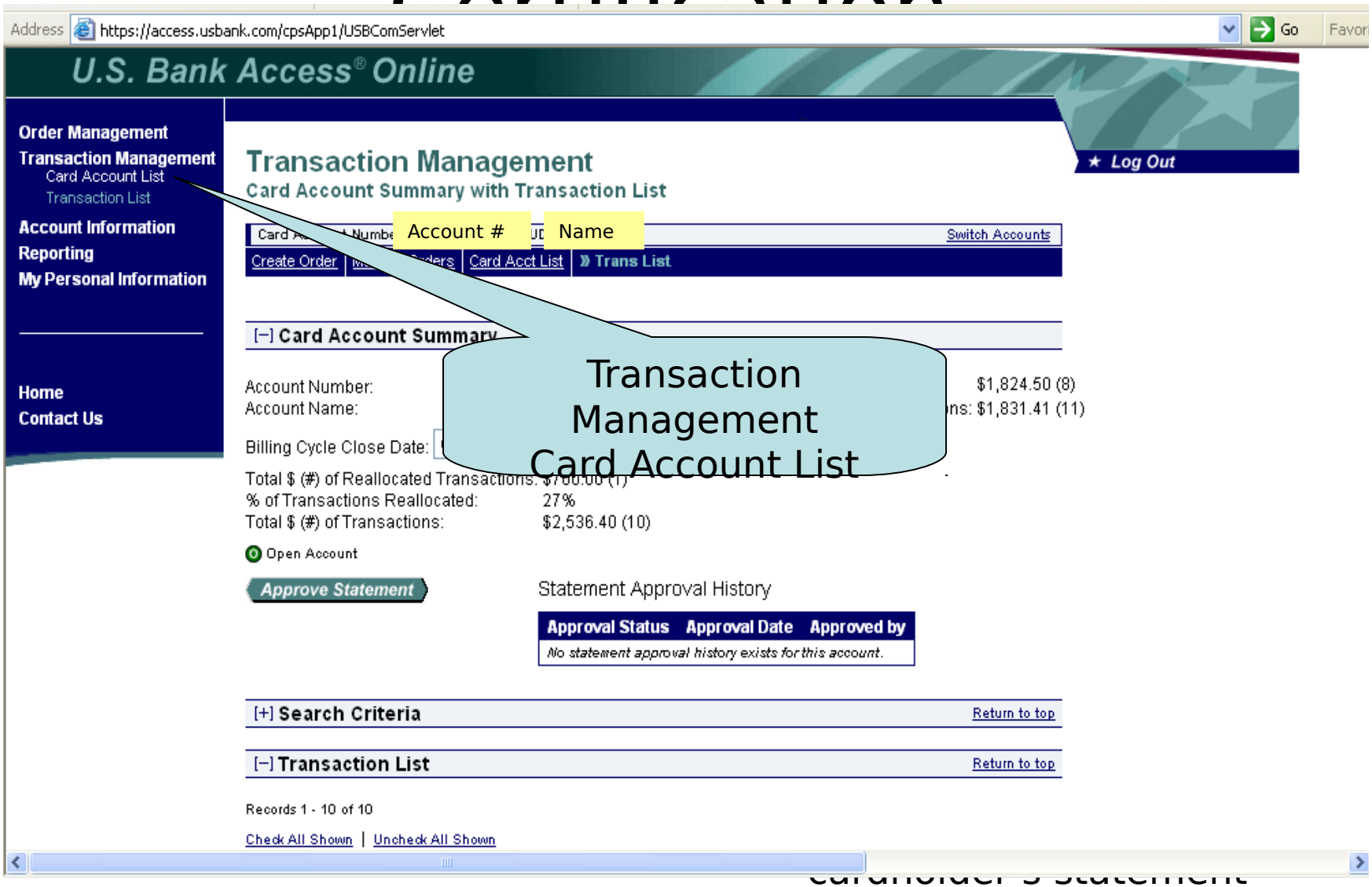
Transaction Management

Final Approval



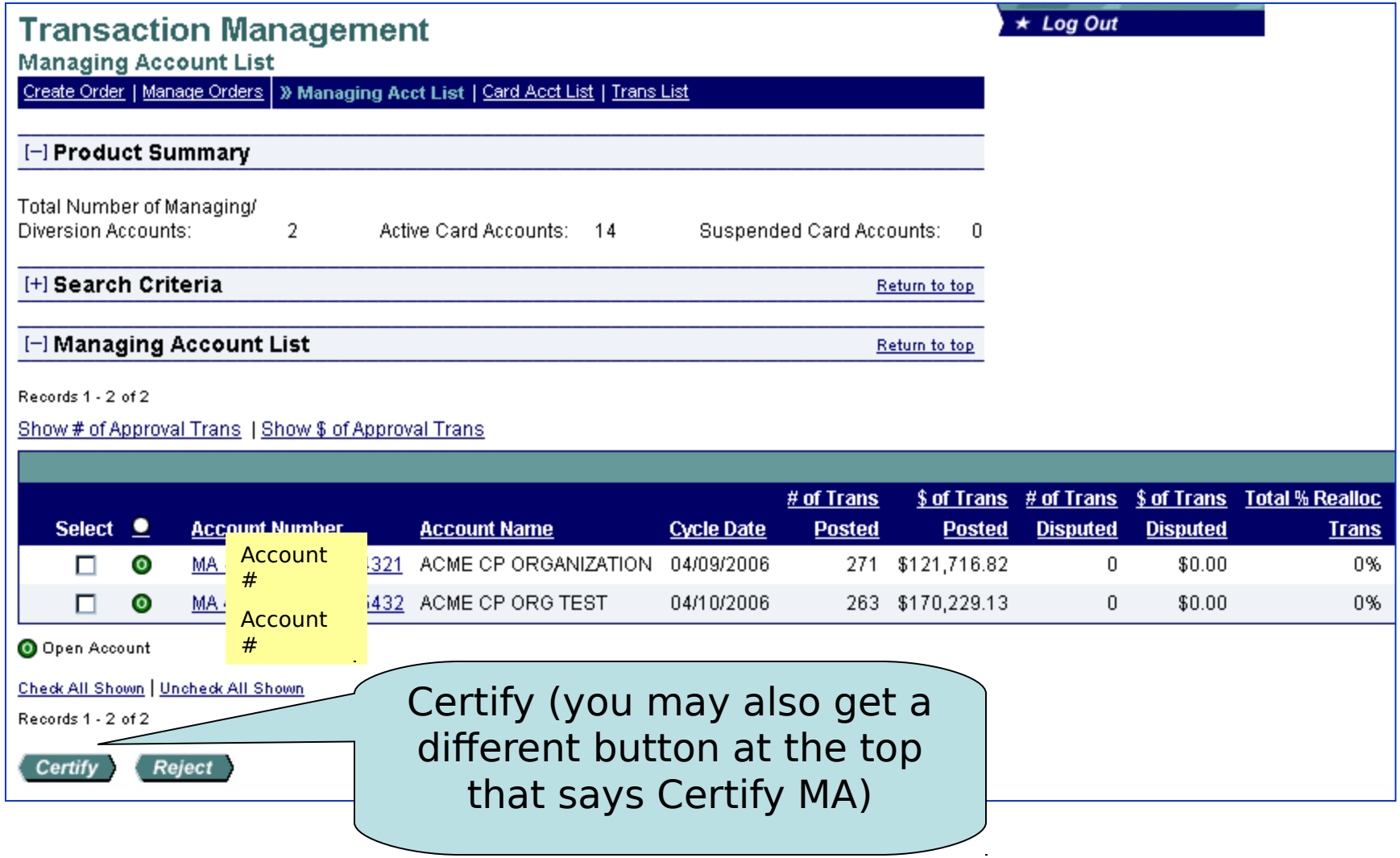
Transaction Management

Managing Account Certification



cardholder's statement

Managing Account Certification


Transaction Management
Managing Account List
★ Log Out
Create Order | Manage Orders | » Managing Acct List | Card Acct List | Trans List
[−] Product Summary
Total Number of Managing/ Diversion Accounts: 2
Active Card Accounts: 14
Suspended Card Accounts: 0
[+] Search Criteria
Return to top
[−] Managing Account List
Return to top
Records 1 - 2 of 2
Show # of Approval Trans | Show $ of Approval Trans
Select
Account Number
Account Name
Cycle Date
# of Trans Posted
$ of Trans Posted
# of Trans Disputed
$ of Trans Disputed
Total % Realloc Trans
MA 321 ACME CP ORGANIZATION 04/09/2006 271 $121,716.82 0 $0.00 0%
MA 432 ACME CP ORG TEST 04/10/2006 263 $170,229.13 0 $0.00 0%
Account #
Account #
Open Account
Check All Shown | Uncheck All Shown
Records 1 - 2 of 2
Certify
Reject
Certify (you may also get a different button at the top that says Certify MA)

Transaction Management

IF YOU NEED ASSISTANCE CONTACT YOUR GPC COORDINATORS

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